



FORM – FOR SURPLUS

REV. 6/2/26

NOTE: You must make sure that you have these textbooks in your building before proceeding with this Surplus request. WHEN YOU HAVE COMPLETED THE SURPLUS TRANSFER IN TIMS 2.0, **Go ahead and box up your surplus books as you must also indicate the no. of boxes for surplus on this form. PLEASE MAKE SURE ALL BOXES ARE TAPED SECURELY, and the completed surplus form is attached to the top of each box.** Notify Curriculum, and they will then put in a maintenance ticket for pickup at your building.

DO NOT MIX TITLES/ISBNs. You may have to make additional copies of this completed form to attach to the number of boxes for the same title/ISBN. As the textbook coordinator in your building, it is your responsibility to double-check the information you put on this form. **If you need boxes, please contact our maintenance department.**

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.

DATE FORM COMPLETED		
SCHOOL NAME		
ISBN – please look at your inventory report and make sure this number corresponds with what is being boxed up. MUST CORRESPOND WITH WHAT IS LISTED ON YOUR INVENTORY		
TITLE OF BOOK		
PUBLISHER NAME		
TEXTBOOK QTY:	COPYRIGHT DATE:	NO. OF BOXES FOR SURPLUS:

By signing this form, you agree that all information is accurate in authorizing this transfer.

BUILDING TEXTBOOK COORDINATOR SIGNATURE:	DATE: